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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Central Intelligence

FROM : Executive - Chairman, Operational Coordination Group

SUBJECT: 4 August Meeting - Operational Coordination Group

DATE: 4 August 1949

1. Subject group met at            hours and adjourned at

2. AGENDA

a. Should the Chief, ICAPS be instructed to circulate proposed NSC and IAC papers within CIA, among the Assistant Directors and Staff Chiefs, and obtain their comments prior to disseminating them to members of the IAC Standing Committee? (ICAPS)

(1) Action: Agreed that no instructions to ICAPS necessary. ICAPS will continue the recently instituted procedure which is satisfactory to all Assistant Directors. Agreed that where a compromise can not be reached, ICAPS and interested Assistant Directors will take the matter to the DCI.

b. Brief status report as to IAC papers in process (either in CIA, Standing Committee, IAC, or NSC). High lights. Any controversial points. (ICAPS. Note: The meeting will not be open for general discussion on this item. Instead, it is recommended that any Assistant Directors having points to make register them with Chief, ICAPS for discussion later as agreed upon.

(1) Action: Chief of ICAPS presented and explained the items on the attached "Status Report".

c. Final recommendations, State - Defense, as to certain organizational matters within CIA. Short briefing as a matter of interest to all Assistant Directors. (Executive)

d. Liaison with FBI: Presentation of recommendations correlated by Chief, Inspection and Security.

(1) Action: Chief of I & S presented a proposed Administrative Instruction on the subject. AD/OCD presented memo that takes issue with the I&S proposal. After discussion, agreed that Chief, I&S will work with AD/OCD, OPC and OSO on another draft. Also agreed that the finally approved instruction should not be issued until after the establishment of the single covert office.

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e. CIA Official Seal: Presentation of designs submitted. Brief discussion. Screening and elimination. Selection of three best designs for draftsman to work up. Assistant Directors not interested are excused. (Executive)

(1) Action: Sighted and screened the Seal Designs. The next step was to consult with the heraldry experts, Quartermaster Corps of the Army; get three smooth designs worked up after investigating as to feasibility and propriety; then present these three designs to the Director for final selection.

3. The two additional matters were brought up for discussion:

a. Agreed that the interested Assistant Directors or their representatives should accompany the Chief of ICAPS at meetings of the Standing Committee in all cases requiring detail knowledge procedure or substances. The Chief of ICAPS considers this most desirable and will issue a memo of procedure to all Assistant Directors and Staff Chiefs.

b. Agreed that there will be a desk established in the new covert office to take care of intra-agency problems concerning the handling of aliens.

4. The next meeting of this group will be held Thursday, 1 September following the Director's weekly conference.

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